

REGULATION

SPDOC No.: 03-33	Effective Date: October 26, 2003	Index Reference: Classification, Reclassification, Position	Regulation Number: 4.06
Issuing Bureau: Human Resource Services	Rule Reference: Rules: 1-3 (Regulations and Advisories) 4-1 (Position Establishment & Classification) 4-2 (Position Classification Review)		Replaces: Reg. 4.06 (CS-6940, March 18, 2001)
Subject: AGENCY ORGANIZATIONAL CHARTS			

TABLE OF CONTENTS

1. PURPOSE.....	1
2. CIVIL SERVICE COMMISSION RULE REFERENCE	1
3. STANDARDS.....	2
4. PROCEDURE	2

1. PURPOSE

This regulation establishes the standards and procedures for the submission of agency organizational charts. The organizational charts assist in the determination of a position's proper classification, based on the assigned duties, responsibilities, and organizational placement.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

Rule 1-3 Regulations and Advisories

The state personnel director is authorized to issue regulations and advisories that the director deems to be necessary or useful. A regulation issued by the state personnel director is binding unless the commission finds that the regulation violates a rule. An advisory does not have the force and effect of law and is not binding. The state personnel director shall make all regulations and advisories available to employees through their personnel offices and the internet.

Rule 4-1 Position Establishment and Classification

4-1.1 Requirement

All positions must be established in the classified service unless specifically exempted or excepted by article 11, section 5, of the constitution, or these rules.

4-1.2 Classification

A position established in the classified service must be reviewed to classify the position properly.

* * *

4-1.4 Classification Plan

The commission shall authorize an official classification plan for all positions in the classified service. The department of civil service shall administer the official classification plan.

* * *

Rule 4-2 Position Classification Review

The department of civil service shall provide for both a periodic and ongoing review of positions in the classified service to ensure positions continue to be properly classified.

* * *

3. STANDARDS

- A.** Appointing authorities shall submit the official organizational charts by October 1 of each fiscal year. The organizational charts should be dated.
- B.** The appointing authority must submit current and proposed organizational charts whenever there is a proposed reorganization. The Department of Civil Service determines whether the proposed reorganization complies with regulation 4.07 [Agency Reorganizations].
- C.** The organizational chart must include the organizational title, classifications and levels, and employee names.

4. PROCEDURE

Responsibility	Action
Appointing Authority	1. Submits to the Department of Civil Service an annual package of organizational charts for the entire department/autonomous entity.

October 26, 2003	Reg. 4.06: Agency Organizational Charts	Page 3 of 3
------------------	--	-------------

Responsibility (continued)	Action (continued)
Department of Civil Service	2. Reviews and files the organizational charts.

CONTACT

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at 517-373-3048 or 1-800-788-1766; or by e-mail to MDCS-BHRS@michigan.gov.

NOTE: Regulations are issued by the State Personnel Director, under authority granted in the *State of Michigan Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.